Linda C. Blessing

120 Kent Court

Lancaster, PA 17603

Lancaster General Hospital

ATTN: Human Resources Department

555 North Duke Street

Lancaster, PA 17604

**Linda C. Blessing**

120 Kent Court, Lancaster, PA 17603

(717) 293-8994

lcblessing@hotmail.com

November 28, 2010

Lancaster General Hospital

ATTN: Human Resources Department

555 North Duke Street

Lancaster, PA 17604

Dear Human Resources Department:

Please consider my interest of employment with your organization. The following resume will furnish you with information regarding my qualifications and experience.

My current position requires that I use Microsoft Office to successfully complete my daily work. I have developed office workflows and processes to facilitate the administration. For communication of these processes, I have implemented spreadsheets and PowerPoint presentations. As new employees arrive, I established an orientation process to welcome and familiarize an individual to their new surroundings.

In my experience of working with the public in customer service and assisting administration, I have cultivated an interest in management. I possess strong organizational and listening skills. My recent accomplishment of obtaining the Bachelors of Science Degree in Healthcare Administration proves my knowledge base and is evident of my strong work ethic. My desire to learn and grow will allow me to quickly be a contributing member of your organization.

I look forward to the opportunity for a personal interview to discuss my qualifications. My contact information is listed above.

Sincerely,

Linda C. Blessing

Enclosure

Linda C. Blessing

120 Kent Court ⚫ Lancaster, PA 17603 ⚫ (717)293-8994 ⚫ lcblessing@hotmail.com

Professional Profile

My objective is to obtain a position where I can utilize my skills, continue to grow and advance my career.

Education and Licenses

Bachelor of Science in Healthcare Administration

Lancaster General College of Nursing and Health Sciences, Lancaster, PA

Licensed Practical Nurse (LPN)

Lancaster School of Practical Nursing, Willow Street, PA

Certified Insurance Counselor (CIC)

Licensed Insurance Agent (LIA)-Accident, Health, Casualty, Life, Fixed Annuity, Property and Allied Lines

Professional Experience

Lancaster General Hospital, 12-2007 to Present

* **Executive Secretary, e-Health Team and Information Services Department**
  + Provide administrative support to the e-Health Directors and perform administrative functions in support of the e-Health Project Team and Information Services Department
  + Developed workflows for administrative processes
  + Refined new employee orientation

BCF Group, Inc., 08-2000 to 12-2007

* **Life and Health Insurance Agent/Account Executive**
  + Assist clients with the purchase and maintenance of employee benefit policies.
  + Serve as a liaison between insurance companies and employers by presenting new policies and explaining policy changes.
  + Develop and maintain client relationships in order to fully understand customers’ needs.
  + Research, analyze and create comparisons for customer’s best options.
  + Assist clients on a daily basis by helping resolve discrepancies.
  + Maintain computer database of customer policy files.

BCF Group, Inc., 01-1994 to 08-2000

* **Personal Lines Insurance Agent/Customer Service Representative**
  + Quote, process new policies and maintain current business for 9 producers.
  + Customer relations for a million dollar book of business.
  + Report and process insurance claims.

Neef Enterprises, Inc., 10-1986 to 06-1993

* **Office Manager**
  + Coordinate and manage office with duties including payroll, A/R, A/P, general ledger, employee records, computer estimating and word processing.

Computer Skills

Microsoft Word, Excel, Outlook, PowerPoint and Applied Systems Insurance Software